

The major Management Staff accomplishments during the period covered by this report were directed at improving the Agency's administrative procedures for better manpower control and the use of regulatory issuances. The Chief of Management Staff presented to operating officials, a proposal to revise the Agency regulation governing Tables of Organization. The proposal for the revised regulation was enthusiastically received. It is designed to reduce the paper work and the time required to process changes in Tables of Organization. The revision will permit Deputy Directors greater authority and increasing responsibility for the proper disposition of their personnel, placing the responsibility on the Deputy Directors will also free the Management Staff of contributory efforts and permit a concentration of effort on Organization and Methods studies. ⁴¹ Also the Office of Communications, which had been selected as the proving ground for a management Staff sponsored manpower control program, known as the Staffing Development Complement, completed a trial run and were prepared to report on the advantages of the new system. ILLEGIB

The Chief, Management Staff and the Director of Personnel composed a report to the Career Council, asking for extension of the most successful parts of the concept to the remainder of the Agency. ⁴² This period also saw an increase in the Staff of the Machine Branch of Management Staff which will permit greater assistance to ~~the~~ other organizational elements of the Agency in the mechanization of administrative efforts. ⁴³ In order to assure that the Agency is carrying out its major responsibility in the face of increasing demands placed upon organizational elements, Chief Management Staff proposed to the Deputy Director a priority function concept. This concept emphasizes the continuing need for the elimination of the least important work, in order to make room for the performance of more important responsibility. ⁴⁴ The concept was applied in several instances where there were requests for more people with

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the imposition of additional duties. The result was that rather than increase the size of the organization, the Deputy Director directed the elimination of the least important of the assigned functions. Routine Management Staff efforts in the review of the organizational structure and personnel needs have continued. The [redacted] ity in this management function occurred in the DD/P area ~~were~~ changing responsibilities require reorganization within FE, NEA and EE Divisions. ILLEGIB

O & M studies proving particularly profitable for the Agency were the study of unvouchered funds, examination of backlogs in the Records Integration Division, ^(SI/RI) the space study in the Industrial Card File in the Industrial Register of OCR and the study of the de-processing of separating employees. A survey of the CIA Watch Office, resulting in ~~the~~ improving the effectiveness of the Watch Office in alerted top officials.

Records Management Staff has succeeded in scheduling 90% of all the Agency Headquarters records for retirement to the Records Center, destruction of permanent detention, and producing a records retirement rate of 28% on a 6 month period. File equipment for the number of records retired would have cost the Agency 1,972,256.00.